**DfE statutory guidance**

*Careers guidance and access for education and training providers* - *Statutory guidance for schools and guidance for further education colleges and sixth form colleges* (updated January 2023)

Refers to the following legislation:

* Section 42A, 42B, 45 and 45A of the Education Act 1997
* Section 72 of the Education and Skills Act 2008
* Schedule 4 (15) of the School Information (England) Regulations 2008
* The Education (Careers Guidance in Schools) Act 2022
* The Skills and Post-16 Education Act 2022

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered students at the school are provided with independent careers guidance from Years 8 to 13. The Education (Careers Guidance in Schools) Act 2022 extends that to Year 7.

The governing body must ensure that the independent careers guidance provided:

* is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education, or work option
* includes information on the range of education or training options, including apprenticeships and technical education routes
* is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to be involved within the CEIAG programme for all students in Years 7 to 13 for the purpose of informing them about approved technical education qualifications or apprenticeships. Please see Appendix A.

**Objectives**

In line with Gatsby Benchmarks, the objectives of the CEIAG policy are as follows:

1. To ensure that all students at King’s Ely receive **a stable careers programme**
2. To enable all students to **learn from career and labour market information**
3. To ensure the CEIAG programme **addresses the needs of each student**
4. To **link curriculum learning to careers learning**
5. To provide students with meaningful **encounters with employers and employees**
6. To provide students with **experiences of workplaces**
7. To ensure that students have **encounters with further and higher education**
8. To provide each student with the opportunity to receive **personal guidance**

**Rationale**

King’s Ely has statutory responsibility for securing access to independent and impartial careers guidance for all students in Years 7 to13. In the context of this duty, careers guidance consists of services and programmes intended to assist students to make and implement education, training, and occupation choices and to learn how to manage their careers. King’s Ely has strong links with outside agencies including universities and colleges, national organisations and local businesses which contribute to:

* Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals
* Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and working
* Developing the skills for effective learning – reviewing achievements, setting targets, planning, and taking action
* Demonstrating the links between living, learning, and earning
* Improving literacy – developing information and communication skills
* Improving progression

**Purpose**

King’s Ely is committed to careers learning and development and fulfilling its statutory obligations. Careers learning supports the school’s overall vision and is linked to the school development plan. Governors and Senior Leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

**Commitment**

King’s Ely is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a whole School approach involving parents/carers, external IAG providers and employers.

**Management**

This area is supported by a link governor, Mr Joe Peake. The Vice Principal Academic has strategic responsibility for CEIAG and oversight of it. The school has responsibility for securing its external careers guidance service. The Head of Careers has oversight of the delivery of CEIAG including that by other members of staff, Olivia Petherick (KEJ) and Matthew Norbury (KEI) who have access to relevant training. The Vice Principal Academic and Head of Careers will review and evaluate the provision with all stakeholders, including students and the external IAG service, taking in account the range of destinations of leaving students.

**Curriculum Provision**

There is a planned programme of learning experiences with learning outcomes for Years 7 to 13 which enable students to:

* Develop themselves through career and work-related education
* Learn about careers and the world of work
* Develop career management and employability skills
* Understand about Labour Market Information (LMI) and the value of a good GCSE in Maths and English
* Understand about the importance of science and maths (STEM) and the varying occupations available in these subjects
* Make decisions on their next steps in learning or education which could include further education, apprenticeships, university, or employment
* Understand the value of out of school opportunities to support their career aspirations such as NCS
* Gain hands-on experience of the world of work in School
* Undertake a work experience placement (Years 10 and 12)

**Personal Provision**

Elements of the above will require access to individual information advice and guidance through:

* Access to the School’s Head of Careers, the Director of Higher Education & Graduate Careers, Sixth Form Tutors, Middle School Tutors, Careers Department staff in KEI and KEJ, external careers advisors, visitors, and mentors
* Access to external sources including employers, learning providers, Old Eleans (alumni) and one-to-one independent professional careers guidance

**Resources**

The school will provide resources for the successful implementation of this policy through securing:

* An annual budget to cover internal costs, CPD fees and commissioning of external sources
* Adequate staffing with appropriate training
* Student and staff access to information (electronic and hardcopy)
* Subscription for all staff and students to ***Unifrog*** for LMI and careers information

**Health and Safety and Safeguarding**

* Work experience placements are subject to HSE guidance issued in ***Young people and work experience: A brief guide to health and safety for employers*** 2013
* All visits and visitors working with our students adhere to the School’s Safeguarding (Including Child Protection) Policy

**Partnerships**

The policy recognises the range of partners that support the CEIAG programme within King’s Ely. These include:

* Formal arrangements with external providers of careers guidance and others
* Liaison with post-GCSE and Higher Education institutions
* Employers and training providers
* Parents/carers

**Effective Date:**

02 September 2024

Review: June 2025

**Approval and Review**

Approved by Governors. This policy statement will be reviewed annually.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A POLICY STATEMENT ON INVOLVING PROVIDERS**

**Introduction**

This policy statement sets out the school’s arrangements for managing the involvement of providers within its CEIAG programme to enable them to provide information about their education or training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

**Student Entitlement**

All students in Years 7-13 are entitled:

* To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
* To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through careers and skills fairs, assemblies, group discussions and taster events
* To understand how to make applications for all academic and technical courses
* To a minimum number of six provider encounters during their time at School

**Management of Provider Involvement Requests**

**Procedure**

A provider wishing to request involvement in the CEIAG programme should contact Toby Humphry, Head of Careers, by email [tobyhumphry@kingsely.org](mailto:tobyhumphry@kingsely.org) or telephone 01353 660700.

**Opportunities for Involvement**

A number of events, integrated into the school’s careers programme, will offer providers an opportunity to visit the School in order to speak to students and/or their parents/carers.

Providers should see Calendar of Activities for current activities for Academic Year 2024-2025 and speak to the Head of Careers to identify the most suitable opportunity.

**Premises and Facilities**

The school will make the Hayward Theatre, Morbey Hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio-visual equipment and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Head of Careers.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the School’s Main Reception marked for the attention of Toby Humphry.

**Effective Date:**

02 September 2024

Review: June 2025

**Approval and Review**

Approved by Governors. This policy statement will be reviewed annually.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_